

Office Memorandum • UNITED STATES GOVERNMENT

DATE: 23 October 1956

FROM : Chief, Administrative Training Branch

SUBJECT: Weekly Report, 16 - 23 October

1. I was interviewed on 18 October by [redacted] regarding rotation to the SE Division. [redacted] from SE Personnel outlined the work plan for the first two months which includes the handling of Division personnel cases and assistance in planning the Division's long-range training program. [redacted] assured me that there was a need in the SE Administrative Office, and it is hoped that, in addition to "on-the-job" learning, I might make a contribution to the Division. The attendance at the DD/P Training Officers meetings should provide the opportunity of making suggestions regarding training programs. My rotation has been arranged for the second week of November.

2. [redacted] held two consultations with representatives of Finance and Logistics with respect to the new field financial and property accounting.

3. spoke at the Basic Management.

4. attended the Personnel staff meeting.

5. [redacted] of OSI called [redacted] to report that the cable and dispatch refreshers were appreciated, and it is planned that future classes will be held as the need arises.

6. [redacted] has joined the staff and will take over the Tradecraft portion of Operations Support and Administrative Procedures.

7. [redacted] is attending the Basic Supervision Course.

8. has returned from a week's leave.

25 YEAR RE-REVIEW

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